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Federal Deposit Insurance Corporation  
Division of Supervision  
Nationwide Employment Opportunities



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**Position/Grade** Examiner (Trainee) CG-570-5 (\$27,180 - \$31,630)  
Examiner (Assistant) CG-570-7 (\$28,898 - \$40,768)  
(plus applicable locality pay and regional pay differential).

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**The Job in Brief** Examiners conduct assessments of financial institutions to determine the existence of unsafe and unsound practices, violations of laws and regulations, the adequacy of internal controls and procedures, and the general character of management. The job requires a great deal of travel; the amount and degree of travel varies with duty locations. Also, examiners may be reassigned or relocated to any geographical location where their services are needed as determined by management. Trainee examiners are provided with extensive on-the-job training to prepare them to perform their functions independently.

Positions may be located in any of our 8 regions across the United States. Please indicate only those areas you would seriously consider for assignment on the FDIC Form 2110/13, Applicant Availability, contained in this supplement.

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**Qualification Requirements- CG-5** To qualify for the CG-5 level **on the basis of education**, candidates must meet the following requirement:

Completion of all requirements for a bachelor's degree, which must include a minimum of 24 semester hours (or the quarter hours equivalent) in business administration, finance, economics, marketing, or accounting subjects, with at least six semester hours (or the quarter hours equivalent) in accounting.

To qualify for the CG-5 level **on the basis of experience**, candidates must meet the following requirement:

Three years of experience that provided knowledge of accounting or auditing principles.

To qualify for the CG-5 level, **combinations of successfully completed education and experience** may be used to meet the full qualification requirements as long as the education and experience demonstrate knowledge of accounting or auditing principles.

To qualify for the CG-5 level **based on Certified Public Accountant (CPA)**: Designation as a CPA based on a written examination in a state, territory, or the District of Columbia meets the qualification requirements for this level.

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**Qualification Requirements- CG-7** To qualify for the CG-7 level **on the basis of education**, candidates must meet one of the following two requirements:

Completion of all requirements for a bachelor's degree with Superior Academic Achievement.\* This education must include major study in accounting, banking, business administration, commercial or banking law, economics, finance, marketing or other related fields. This degree must include at least 24 semester hours or the equivalent in business administration, accounting, finance, marketing or economics with at least six semester hours in accounting.

**Superior Academic Achievement is based on:**

(1) class standing; (2) GPA; or (3) honor society membership.

**1 Class Standing -**

Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.

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2 GPA -

Applicants must have a grade-point average of: 2.95 or higher out of a possible 4.0 as recorded on their official transcript or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.

3 Honorary Society Memberships -

Recognized honor societies are listed in the Association of College Honor Societies: Booklet of Information and/or Baird's Manual of America College Fraternities.

-or-

Completion of all requirements for a bachelor's degree and one academic year of graduate education. This education must include major study in accounting, banking, business administration, commercial or banking law, economics, finance, marketing or other related fields. This degree must include at least 24 semester hours or the equivalent in business administration, accounting, finance, marketing or economics with at least six semester hours in accounting.

To qualify for the CG-7 level on the **basis of experience**, applicants must have one year of experience which demonstrated skill in gathering and analyzing financial data; interpreting balance sheets and income statements; and using a variety of software applications

To qualify for the CG-7 level, **combinations of successfully completed education and experience** may be used to meet the full qualification requirements as long as the education and experience demonstrates skill in gathering and analyzing financial data; interpreting balance sheets and income statements; and using a variety of software applications.

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**General Information**

FDIC is required by law to limit hiring to U.S. citizens only.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, political affiliation, or other non-merit factors.

All applications become the property of the FDIC. Therefore, no applications will be returned.

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**Application Instructions**

Applicants will be provided an address by the recruiter for the submission of application materials. Please carefully review the following information, providing all requested information to the best of your knowledge.

**1. Application materials**

Please submit one of the following, including your signature and date:

- **OF-612 Optional Application for Federal Employment**  
(FDIC can provide you with blank copies, or you can download a .txt or .exe version of the form by visiting the Office of Personnel Management's Website. The Internet address for direct access to the OF-612 form is **WWW.USAJOBS.OPM.GOV**  
or
- Your resume

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Whichever material you elect to submit must include the following:

- Personal information - your name, address, social security number, telephone number(s), citizenship, and veteran preference;
- Job related qualification - work experience and education, plus indicate your availability for 11 or more nights per month of travel, and willingness to relocate as needed.

## **2. Supplemental Academic Qualifications Statement**

- Since there is no written test for the examiner recruitment process, the information you provide in your application materials and on your academic qualification statement will be used to compute your rating for this position. Therefore, read and follow the instructions carefully.
- Please provide the most recent college transcript. Upon completion of degree requirements and prior to reporting for duty, a final official transcript is required.

## **3. FDIC Applicant Availability - FDIC 2110/13**

- Print or type your first name, middle initial, last name and suffix, (Jr., Sr., etc) where appropriate.
- This form is used to record your geographic availability. Only indicate the locations where you are truly interested in being employed. You will be referred to only those locations you have listed.
- **Sign** and **Date** the form.

## **4. Applicant Race and National Origin Questionnaire - Form 1386B**

Submission of this form, while encouraged, is voluntary. Instructions on the form are self-explanatory.

## **5. Pre-Appointment Certification Statement for Selective Service Registration - FDIC 2110/21**

Instructions on the form are self-explanatory, and will indicate whether or not you are required to complete the form.

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### **Other Needed Information**

- If you attended a foreign university, you must provide an equivalency statement.
- If you have U.S. military service, provide a copy of your DD-214 Discharge Certificate (Military).
- If you are a compensable veteran, provide:
  - a. Completed SF-15 - Application for 10-Point Preference
  - b. DD-214 - Discharge Certificate (Military)
  - c. Letter from Department of Veterans Affairs dated within the last year indicating the percentage of your disability.

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FDIC is barred from accepting or considering political recommendations regarding appointment or any other personnel action by 5 USC 3303.

Candidates who are tentatively identified for appointment must meet all suitability requirements for employment. FDIC may request applicants to provide additional information prior to making a formal offer of employment.

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**Filing Instructions**

If you found out about employment opportunities through a job fair or an on-campus college recruitment visit, you should follow up with the recruiter you contacted. The recruiter will provide you with a phone number, mailing address, and e-mail address that you can contact for further information and submission of documents.

In addition to soliciting applications through recruitment visits and job fairs, the FDIC will publish notice of hiring opportunities as staffing needs arise. Information regarding announcements of vacancies in specific locations may be obtained by contacting the responsible FDIC Personnel Service Branch office listed below:

**For New York and Boston Regions:**

FDIC Northeast Service Center  
Personnel Services Branch  
P.O. Box 280402  
East Hartford, CT 06128-0402  
1 (860) 291-4444

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**For Atlanta and Memphis Regions:**

FDIC Atlanta Regional Office  
Personnel Services Branch  
1201 West Peachtree Street, NE  
One Atlantic Center  
Suite 1800  
Atlanta, GA 30309  
1 (404) 817-1307 or  
1 (404) 817-1368

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**For Chicago and Kansas City Regions:**

FDIC Chicago Regional Office  
Personnel Services Branch  
500 West Monroe Street  
Suite 3200  
Chicago, Illinois 60661  
1 (312) 382-6816 [Chicago Region inquiries]  
1 (312) 382-6827 [Kansas City Region inquiries]

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**For San Francisco Region:**

FDIC San Francisco Regional Office  
Personnel Services Branch  
25 Ecker Street  
9th Floor  
San Francisco, CA 94105  
1 (415) 808-8142

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**For Dallas Region:**

FDIC Dallas Regional Office  
Personnel Services Branch  
1910 Pacific Avenue  
Suite 4000  
Dallas, TX 75201  
1 (972) 761-2637

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Optional Application for Federal Employment (continued)  
(OF 612 — Form Approved: OMB No. 3206-021)

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1. Job Title in Announcement:

2. Grade(s) Applying for:

3. Announcement Number:

4. Last Name:

First, Middle:

5. Social Security Number:

6. Mailing Address:

City/State/Zip:

7. Phone Numbers (include area code):

Daytime:

Evening:

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8. **Work Experience**

Describe your paid and nonpaid work experience related to the job for which you are applying.  
(Do not attach job descriptions)

- Job Title (If Federal, include series and grade)

From:

To :

Salary: \$ per

Hours per Week:

Employer's Name:

Address:

Supervisor's Name:

Phone Number:

Describe Your Duties and Accomplishments:

- 
- Job Title (If Federal, include series and grade)

From:

To:

Salary: \$ per

Hours per Week:

Employer's Name:

Address:

Supervisor's Name:

Phone Number:

Describe Your Duties and Accomplishments:

- 
9. May We Contact Your Current Supervisor?  
(If we need to contact your current supervisor  
before making an offer, we will contact you first.)

Yes

☐

No

☐

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**Education**

10. Mark Highest Level Completed:                      Some HS ☐                      Bachelor ☐  
   HS/GED ☐                      Master ☐  
   Associate ☐                      Doctoral ☐

11. Last High School or GED School:

City/State/Zip :

Year Diploma or GED Received:

12. Colleges and Universities Attended

• Name:

City/State/Zip:

Semester Credits Earned:

Major(s):

or

Quarter Credits Earned:

Degree (If any):

Year Received:

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• Name:

City/State/Zip:

Semester Credits Earned:

Major(s):

or

Quarter Credits Earned:

Degree (If any):

Year Received:

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• Name:

City/State/Zip:

Semester Credits Earned:

Major(s):

or

Quarter Credits Earned:

Degree (If any):

Year Received:

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**Other Qualifications**

13. Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

Optional Application for Federal Employment (continued)  
(OF 612 — Form Approved: OMB No. 3206-021)

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**General**

14.	Are You A U.S. Citizen? If <b>No</b> , give the country of your citizenship:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15.	Do You Claim Veterans' Preference? If <b>Yes</b> , mark your claim of 5 or 10 points below: 5 Points Attach your DD 214 or other proof. 10 Points Attach an Application for 10 Point Veterans' Preference (SF 15) and proof required	Yes <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	No <input type="checkbox"/>
16.	Were You Ever A Federal Civilian Employee? If <b>Yes</b> , for Highest Civilian Grade give:	Yes <input type="checkbox"/> Series: From :	No <input type="checkbox"/> Grade: To :
17.	Are You Eligible for Reinstatement Based on Career or Career-Conditional Federal Status? If requested, attach SF 50 proof.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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**Applicant Certification**

18. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

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**Signature:**

**Date Signed:**

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### **General Information**

- You may apply for most Federal jobs with a resume, this Optional Application for Federal Employment or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.
- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at 912-757-3000, TDD 912-744-2299, by computer modem 912-757-3100, or via the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Veterans preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, be registered with the Selective Service System or have an exemption.
- The law prohibits public official from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

### **Privacy Act and Public Burden Statements**

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications.

Other laws require us to ask about citizenship, military service, etc.

We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.

If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.

We estimate the public reporting burden for the employment information will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to:

**U.S. Office of Personnel Management  
Reports and Forms Management Officer,  
Washington, DC 20415-0001.**

## Skill in Gathering and Analyzing Financial Data and Interpreting Balance Sheets and Income Statements

Date

Examiner Trainees must possess effective financial analysis skills and be capable of interpreting balance sheets and income statements. As such, please describe any educational coursework or work experience that demonstrates your knowledge, skills and abilities in these areas.

## Skill in Oral Communication

Examiner Trainees must possess effective oral communication skills. Please describe any educational coursework or work experience in making formal presentations to others, including group and/or individual presentations.

Federal Deposit Insurance Corporation  
Supplemental Qualifications Statement

## Skill in Written Communication

**On this page, describe any experience(s)/educational accomplishment(s) that clearly demonstrate that you possess some or all of the knowledge, skills, abilities, and other characteristics required as described below:**

Examiner Trainees must possess effective written communication skills. Please describe your educational coursework or work experience in writing financial, business, and/or non-technical reports.

[illegible]

Skill in Using a Variety of Software Applications  
(e.g., Spreadsheet, Database, and Report Writing Software Packages)

## FDIC Applicant Availability Form

Name (Last, First, MI): (please print)

Signature

Date

You may indicate availability within **no more than three FDIC field offices** listed below. You should only select locations within the region for which you are available. Locations should be ranked by preference, with "1" reflecting your first choice, etc. One location must be indicated.

### Field Office Locations by DOS Region

The Field Offices in bold provide the best opportunities for employment.

#### Atlanta

- ☐ Montgomery, AL
- ☐ Shelby, AL
- ☐ **Albany, GA**
- ☐ Norcross, GA
- ☐ **Statesboro, GA**
- ☐ Gainesville, FL
- ☐ Hollywood, FL
- ☐ Pensacola, FL
- ☐ Tampa, FL
- ☐ Charlotte, NC
- ☐ Raleigh, NC
- ☐ Columbia, SC
- ☐ Richmond, VA
- ☐ **Hurricane, WV**

#### Dallas

- ☐ Englewood, CO
- ☐ Albuquerque, NM
- ☐ Oklahoma City, OK
- ☐ Tulsa, OK
- ☐ **Austin, TX**
- ☐ **Dallas, TX**
- ☐ Houston, TX
- ☐ Lubbock, TX

#### Memphis

- ☐ Little Rock, AR
- ☐ **Elizabethtown, KY**
- ☐ **Hopkinsville, KY**
- ☐ **Lexington, KY**
- ☐ Baton Rouge, LA
- ☐ Shreveport, LA
- ☐ Jackson, MS
- ☐ Knoxville, TN
- ☐ Nashville, TN
- ☐ Memphis, TN

#### Boston

- ☐ Hartford, CT
- ☐ Foxboro, MA
- ☐ Holyoke, MA
- ☐ Waltham, MA
- ☐ **Concord, NH**

#### New York

- ☐ Claymont, DE
- ☐ Baltimore, MD
- ☐ E.Brunswick, NJ
- ☐ Wayne, NJ
- ☐ Manhattan, NY
- ☐ New York (East), NY
- ☐ Syracuse, NY
- ☐ Bensalem, PA
- ☐ Harrisburg, PA
- ☐ Wexford, PA
- ☐ San Juan, PR

#### Chicago

- ☐ Champaign, IL
- ☐ Chicago, IL (South)
- ☐ Chicago, IL (North)
- ☐ **Mount Vernon, IL**
- ☐ Princeton, IL
- ☐ Springfield, IL
- ☐ Indianapolis, IN
- ☐ **Reynoldsburg, OH**
- ☐ Farmington Hills, MI
- ☐ Grand Rapids, MI
- ☐ Appleton, WI
- ☐ **Eau Claire, WI**
- ☐ Madison, WI
- ☐ Milwaukee, WI

#### Kansas City

- ☐ **Cedar Rapids, IA**
- ☐ **Sioux City, IA**
- ☐ **Urbandale, IA**
- ☐ Hayes, KS
- ☐ **Overland Park (West), KS**
- ☐ Wichita, KS
- ☐ **Overland Park (East), MO**
- ☐ Columbia, MO
- ☐ Creve Coeur, MO
- ☐ **Springfield, MO**
- ☐ Mankato, MN
- ☐ Minneapolis, MN
- ☐ Rochester, MN
- ☐ Fargo, ND
- ☐ **Grand Forks, ND**
- ☐ Grand Island, NE
- ☐ Omaha, NE
- ☐ **Sioux Falls, SD**

#### San Francisco

- ☐ **Phoenix, AZ**
- ☐ Los Angeles East
- ☐ Los Angeles West
- ☐ Orange County, CA
- ☐ **Sacramento, CA**
- ☐ **San Francisco, CA**
- ☐ Portland, OR
- ☐ **Salt Lake City, UT**
- ☐ Seattle, WA
- ☐ Billings, MT

Applicant's Signature

Date

### For Office Use Only

Race & Nat'l Origin	Military Draft	SCE	College	G.P.A.
A   B   C   D	Y       N       N/A			

Pre-Appointment Certification Statement  
for Selective Service Registration

<b>Important Notice</b>	If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.
<b>Privacy Act Statement</b>	We need information on your registration with the Selective Service System to see whether you are affected by the laws we must follow in deciding who may be employed by the Federal Government.
<b>Criminal Penalty Statement</b>	A false statement by you may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).
<b>Review</b>	If your employing agency has informed you that you cannot be appointed to a position in an executive agency because of your failure to register, and you wish to establish that your non-compliance with the law was neither knowing nor willful, you may write to: <b>U.S. Office of Personnel Management</b> <b>NACI Center</b> <b>IOD-SAB</b> <b>Boyers, Pennsylvania 16018</b>

**You Must Check One of the Boxes Below  
In Order to Properly Complete the Form!!**

Certification of Registration Status

- ☐ I certify that **I am registered** with the Selective Service System.
- ☐ I certify that **I am not required** to be registered with the Selective Service System.

Reason(s):

Complete in ink

**Legal signature**

**Date signed**

**Print or Type Full Name**

**Social Security Number**

**Have You Checked the Appropriate Box & Signed & Dated Your Form?**